

SchoolNurseNews

GUIDELINES FOR SUBMITTING YOUR DEPARTMENT MANUSCRIPT

The following is a list of requirements that *must* be followed when submitting a department article.

- Format your manuscript for a PC and using Microsoft Word. Please submit your manuscript to: karen@schoolnursenews.org Be sure to call (415.670.0436) and let us know that you are sending an email.
- When saving your document, use key words or a portion of the title of the manuscript as the title of the document. Title charts, figures, graphs, etc. similarly — 'document name – Table 1'.
- The manuscript file should be complete with title page, manuscript text, references and information "about the author(s)." Again, this should all be in one file.
- Be sure that your email includes the title of the manuscript, the name of the corresponding author listed first, including home and work address (no post office box numbers) and telephone numbers, plus fax number and email address, if available. Names, addresses and telephone numbers of other participating authors may then be listed.
- Your manuscript must be a minimum of 500 words and no longer than 3-4 pages (or 1,500 words). This does not include tables, artwork, etc.
- Margins for the entire document must be set at 1" — left, right, top and bottom

- Font Style – Times (preferred)
- Font or Character Size – 12 point
- Set entire document for full justification — this will automatically "wrap" the text to the next line down as you type and will make the paragraph appear to have equal left and right margins without a jagged right edge. **DO NOT** hard return (hit the enter key) after each line — in other words, *don't use your computer like a typewriter.*
- Set line spacing at 1-1/2. Double hard return (hit the enter key twice) between paragraphs. **DO NOT** indent paragraphs.
- Number pages using a footer — page number should be at the bottom center of each page.
- Text — Straight block style text only. **Please, do not try to provide us with the "finished product." Unfortunately, your good intentions and hard work will result in Franklin Communications returning the manuscript to you for reformatting and resubmittal.**
- When indentation of any type is necessary, set tabs or use the default tabs rather than using your space bar.
- When it is necessary to use "special formatting" such as bullets, numbers or letters, please use proper format keys from the software menu or, if not available in your software program, please set tabs rather than using the space bar to separate the number or letter from its associated text.

- Tables, figures, graphs, etc. should be saved as separate documents from the main manuscript. Indicate the area within the manuscript where the table, figure, etc. is to be inserted by typing (INSERT TABLE 1 HERE). Please be sure that the file name and the name of the item you are noting to be inserted are the same, i.e., file on CD named XYZ Table — on manuscript, (INSERT XYZ TABLE HERE).
- As the author(s) it is your responsibility to obtain all reprint permissions; whether it be for a table, chart, graph, photo, etc. Submit these permissions with your work.

If you have questions or need assistance preparing your manuscript, please feel free to contact the Clinical Editor at editor@schoolnursenews.org

DO NOT use headers and footers (except for page numbers)

DO NOT use bold face type (except to indicate the insertion of a table, figure, graph, etc., as noted above or to indicate a subheading)

DO NOT use all upper case letters unless the letters are an abbreviation for an association, organization, agency or medical, nursing or education term or you are indicating the insertion area for a table or figure (as noted above)

DO NOT use symbols (unless ©, ®, ™, etc.)

DO NOT use underlining

DO NOT use italics (except for publications listed in the References or a secondary subhead)

Provided below are samples of references and about the author:

References

American Academy of Pediatrics (1993). *Children, our future*. Elk Grove, IL: Author

Newacheck, P.W. & Taylor, W.R. (1992). Childhood chronic illnesses: Prevalence, severity, and impact. *American Journal of Public Health, 82*(3), 364-371.

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